

EX/PIC

MSD 56/59
7 May 1959

ILLEGIB

CH/MSD/PIC

Comments on "Proposal for the Establishment of an Automated Time and Work Reporting System".

1. Perhaps the proposed system provides for the following, but it was not too clear. If analysts' cards are turned in each day, either the Division will have to keep the same records it now keeps, or should be able to request (without too much red tape) an IBM run as required. I am referring to data on meetings, consultants, training, travel, leave, overtime, etc. etc. Unless the Division continues keeping its separate records, all such data will be non-existent in the Division with IBM cards being collected daily.

2. The following items should be added under Photo Analysis and Reporting in the categories of work accomplished:

- a. Order photo working materials.
- b. Order non-photo working materials.
- c. Preparation for substantive briefings.
- d. Preparation of Project working materials.
- e. Substantive project supervision (review coordination, etc.)

3. Note: GMIC is now GMAIC.

4. Appendix A.

For MSD the following changes are necessary:

No. 10 - no change

No. 11 - change to Guided Missile-Aircraft Branch.

No. 12 -

No. 13 - (add) Electronics-Military Installation Branch.

25X1

SUBJECT: Comments on "Proposal for the Establishment of an
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5. Daily items that should not be charged to project time yet take less than one hour to do seem unaccounted for. However, the instructions state "it is essential that the individual account for eight hours regular time on a working day. For example, how does the vault security officer and his assistant account for security check-out each day? Where is "correspondence" covered (regular correspondence, for travel arrangements, trip and conference reports, expense accounting, letter of appreciation, etc.)?"

6. The proposal looks very good. Hope to see it implemented soon.

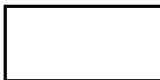


25X1

Distribution:

Orig. & 1 - Addressee
1 - MSD - Org. & Mgt. ✓
1 - MSD chrono

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SECRET

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